

Creating an Adoption Assistance Agreement

Note: Assignment to the child's Pre-Adoptive case is needed in order to create an agreement.

Note: To create an agreement, the child must have an approved Adoption Assistance Application for Decision, an approved out of home placement, an approved Child & Adolescent Needs & Strengths (CANS), and a Foster Care Rate.

1. From the desktop, go to the Cases tab and click the Create Case Work hyperlink [Create case work](#) or select Create Case Work from the Actions dropdown next to the specific case to open the Create Case Work page.
2. On the Create Case Work page, select 'Adoption Assistance Agreement' from the Agreements/Notices drop-down. Select the appropriate Case and Participant and click Create to open the Adoption Assistance Agreement page.

Note: There must be a fully approved Adoption Assistance Application for Decision in order to create the Adoption Assistance Agreement.

Create Case Work - Internet Explorer

eWiSACWIS Print Help

Create Case Items

- Administration
- Adoption
- Agreements/Notices: Adoption Assistance Agreement
- Assessment
- Case/Perm Plan
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative

Cases

- Agate, Annie (20272)
- Altman, Mary (9220003)
- Badger, Bucky (9221882)
- Bear, Cindy (9223420)
- Bird, Big (9224340)
- Cake, Birthday (9223960)
- Case, Milwaukee (9223100)
- Case, Mommy (9221914)
- Case, Test (9221917)
- Casper, Mommy (9221896)
- Columbia, Mommy (9221901)
- Crispies, Gina (9223421)

Case Participants

- Agate, Alex, Biological Child (9225831)
- Agate, Alfred, Biological Child (20987)
- Agate, Alice, Biological Child (20988)
- Agate, Annie, Reference Person (20990)
- Agate, Arthur, Father (20989)
- Agate, Baby, Biological Child (9230436)

Create Close

- Enter information for the Adoption Assistance Agreement. The agreement is divided into the following group boxes: Agreement Information, Adoption Assistance Payee, Supplemental Rate, and Payment Information. The following describes both pre-filled and user entered fields for each group box.

Adoption Assistance Agreement - Internet Explorer

eWiSACWIS TM Print Spell Check Help ?

Agreement Information

Case Participant: [Alice Agate \(20988\)](#) Effective Date:
 Provider Name: [Provider, County \(9221491\)](#) Anticipated Adoption Finalization Date (if known):
 County: Milwaukee Estimated End Date: 03/26/2024

Application for Decision Information

Adoption Subsidy Type: MA w/subsidy amount Agreement Amount: [\\$826.00](#)
 Adoption Assistance Payee Name: Foster Care Rate: [\\$1,060.00](#)

Insurance Information

☐ Yes ☐ No The adoptive parent will add the child to their private health insurance plan

Eligibility Verification

Agreement Signed by Parents: [12/14/2017](#) [Imaging Search](#) Father Legal Status: [11/14/2017 - Guardianship to DCF](#) [Modify](#)
 Agreement Signed by DCF: None Selected [Imaging Search](#) Mother Legal Status: [11/14/2017 - Guardianship to DCF](#)

TPR Orders

Parent	Date		
<input type="text" value="Father"/>	None selected	Imaging Search	Delete
<input type="text" value="Mother"/>	None selected	Imaging Search	Delete

[Insert](#)

Options: [Go](#) [Save](#) [Close](#)

100%

A. Agreement Information

- Case Participant: Prefills with the child's name as a hyperlink (to Person Management).
- Effective Date: This field will default with the effective date of the Application for Decision, but can be changed here without having to do a new application for decision. This date indicates when the Adoption Assistance Agreement starts, and when payment begins.
- Provider Name: Pre-fills the current provider's name as a hyperlink (to Provider Management).
- Anticipated Adoption Finalization Date (if known): The date adoption is expected to be finalized. This field is not required. It will default to the date on the application for decision, if it was completed there.
- Estimated End Date: Prefills the date of the child's 18th birthday.
- County: Prefills County of the worker creating the page.

B. Application for Decision Information

- Adoption Subsidy Type: The type of subsidy, prefilled from the application for decision.
- Agreement Amount: Monthly agreement amount that will be paid out to the adoptive parent(s) once the AA agreement is established. Prefills from the application for decision.
- Foster Care Rate: The total amount on the foster care rate linked to the application for decision.
- Payee Name: Name to display on checks. The user selected values are 'Parent 1', 'Parent 2', and 'Parent 1 or Parent 2'.

Note: If two parents are listed on the agreement, select the 'Parent 1 or Parent 2' value.

C. Insurance Information:

- The adoptive parent will add the child to their private health insurance. The associated radio buttons are not required, however if Yes is selected, then the Health Insurance Information Form (F-10115) is required to be attached. To include this form, click the [Imaging Search](#) link to search for the image.

D. Eligibility Verification:

- Agreement signed by Parents: The effective date of the relevant AA Agreement image. Automatically prefills the most recently created AA agreement image if it is already uploaded. If nothing prefills or if the incorrect image prefills, select the [Imaging Search](#) hyperlink to select the appropriate document.
- Agreement signed by DCF: The effective date of the relevant AA Agreement image. Automatically prefills the most recently created AA agreement image if it is already uploaded. If nothing prefills or if the incorrect image prefills, select the [Imaging Search](#) hyperlink to select the appropriate document.
- Father Legal Status: The most recent hearing date and legal status for the father from the child's legal record. It must display 'Guardianship to DCF' or 'Guardianship to Agency' for approval. To update the legal status, click the Modify link that will launch the legal record for the child. Will default to N/A if no parent is listed on the child's person management page and the child was previously adopted.
- Mother Legal Status: The most recent hearing date and legal status for the father from the child's legal record. It must display 'Guardianship to DCF' or 'Guardianship to Agency' for approval. To update the legal status, click the Modify link that will launch the legal record for the child. Will default to N/A if no parent is listed on the child's person management page and the child was previously adopted.

E. TPR Orders:

- This group box contains allows the user to link the appropriate TPR order to the appropriate parent. At least one Mother row is required if Mother Legal Status is not N/A. At least one Father row is required if Father Legal Status is not N/A. By default, one row is inserted automatically for Father (if not N/A) and one for Mother (if not N/A) upon page creation.
- Date: 'None Selected' will display until the [Imaging Search](#) hyperlink is accessed and an appropriate image is selected. Once the image is linked, the date will display the Document date of the image. The delete hyperlink deletes an associated row. The insert button inserts a new row if needed.

4. Next, send the Adoption Assistance Agreement for approval by selecting 'Approval' from the Options drop-down and clicking Go. On the Approval History page, select the Approve radio button and click Continue to return to the Adoption Assistance Agreement page. Click Save on the Adoption Assistance Agreement page to send for approval.
5. Upon supervisory approval it will be sent to the State Central Office Adoption Unit for final approval. Upon final approval, eWiSACWIS will automatically:
 - End the existing AAFC Foster Home Out of Home Placement as of the day before the date of agreement.
 - Create an AAFC Adoptive Home Non-Paid Out of Home Placement with a begin date of the date of agreement.
 - Create a fully approved AAFC Adoptive Home Service. The begin date of the Service will be set to the Date of Agreement and the child-specific rate will be set to the agreement amount.

Note: For Milwaukee Supervisors, when approving the agreement to send it to the Central Adoption Office, you will have to select 'Reroute' and choose appropriate individual's name.

Note: The AAFC Adoptive Home Service cannot be ended manually; it can only be ended by ending the Adoption Assistance Agreement.

Desktop Outliner Display:

View case information

Access Reports Adoption Agreements and Notices Assessments

Assets and Income Assignments Case/Permanency Plan Eligibility

ICPC Legal Narratives Participant Documents

Payments Permanency Consultation Placements Planning

Related People Safety Serious Incident Notification Services

Agreements and Notices

Images (5)				
Subsidized Guardianship Agreement	05/01/2017	Agate, Alice	\$826.00	
Adoption Assistance Application for Decision	01/01/2018	Agate, Alice	\$826.00	Approved
Adoption Assistance Agreement	01/01/2018	Agate, Alice	\$826.00	Approved

Placements

Open Placements					
Provider, County - AAFC Adoptive Home (Non-Paid)	01/01/2018	Agate, Alice	Approved		State
Closed Placements					
Provider, County - Foster Home (Level 2+)	01/24/2014 - 12/31/2017	Agate, Alice	Closed - AA Agreement Approved		Milwaukee